Office of the Chief Financial Officer
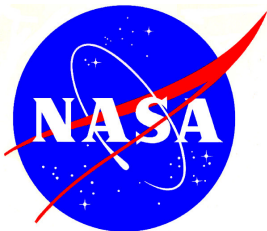
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P R O G R A M

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Integrated Financial Management Program

Core Financial

Course Name: Customer and Account Management

Module 3: Receivables/Account Management

XRC Data Packet

National Aeronautics and
Space Administration

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TOPIC 1: Dunning Process

ACTIVITY 1: Run and Execute Dunning Process

Run Dunning list for delinquent debt. Execute the process to calculate interest and penalty. View dunning letters for the customer.
Note: Interest and Penalty calculation is cumulative.

FIELD	DATA
Transaction Code to view Customer Master Record	FD03
Customer	*See XRC RAM Supplemental Sheet*
Company Code	NASA
Select	**Enter**
Correspondence Tab	**Review Dunning Data**

Note: If you do not see the **Correspondence tab**, click on **COMPANY CODE DATA**.

Transaction Code	F150
Run On	Current Date
Identification	GRC TR
Select	**Enter**
Select	**Parameter Tab**
Dunning Date	Current Date
Documents Posted Up To	Current Date
Company Code	NASA
Customer	*See XRC RAM Supplemental Data Sheet*
Select	**Enter**
Select	**Free Selection Tab**
Field Name	BSID-GSBER (Business Area)
Values	22
Select	**Status Tab/Save**
Schedule	Select
Start Immediately	Select
Schedule	Select
When message says "Schedule completed successfully"	Click **Enter**
ZRFI_AR_Dunning (Program Field) Note: Report displayed	Click "**Back"** button
<Select>	Sample Printout
Output Device	LOCL or SAPWIN
<Select>	Print Preview " ✍ "

Sample Print Out	Select
Continue	Select
Cancel	Select
Schedule Dunning Run	Select
Start Immediately	Select checkbox
Schedule	Select

Press ENTER until you see message: **Dun. Selection is Complete.**

Dunning History	Select
Continue	Select
Company Code	NASA
Customer	*See XRC RAM Supplemental Data Sheet*

NOTE: To complete activity, refer to the Run Dunning Process user procedure within the OLQR.

TOPIC 1: Dunning Process

ACTIVITY 2: Post Interest, Penalty or Administrative Charges

The dunning process is complete. Post interest and penalty for your customer invoice.
Interest as shown on the dunning run is $6.00 and penalty is $2.00.
Note: In reality some of the interest would have been already been recorded.
Note: Park only if you want to practice Parking and then Post.

FIELD	DATA
Transaction Code	FB70 or FV70
Select	**Enter**
Customer	*See XRC RAM Supplemental Data Sheet*
Sp. G/L	Z
Text	Interest for period-1340.0000
Invoice Date	Current Date
Amount	$6.00
Select	**Payment Tab**
Bline Date	Current Date
Select	**Basic Data Tab**
G/L Account	5310.0000
D/C	Credit
Amount	$6.00
Business Area	22
Fund Center	22-GRC
Fund	Non1435
G/L Account	5991.0000
D/C	Debit
Amount	6.00
Business Area	22
Fund Center	22-714
Fund	SAT292002D
G/L Account	2980.0000
D/C	Credit
Amount	6.00
Business Area	22
Fund Center	22-714
Fund	SAT292002D
Select	**Enter**
Select	**Simulate**
PARK/POST	**PARK/POST**

Write down your document number: _____

New Transaction	New Transaction
Customer	*See XRC RAM Supplemental Data Sheet*
Sp. G/L	Y
Text	Interest for period-1340.0000
Invoice Date	Current Date
Amount	$2.00
G/L Account	5320.0000
D/C	Credit
Amount	$2.00
Business Area	22
Fund Center	22-GRC
Fund	NON1099
G/L Account	5991.0000
D/C	Debit
Amount	$2.00
Business Area	22
Fund Center	22-GRC
Fund	NON1099
G/L Account	2980.0000
D/C	Credit
Amount	$2.00
Business Area	22
Fund Center	22-GRC
Fund	NON1099
Bline Date	Current Date
Select	**Enter**
Select	**Simulate**
PARK/POST	**PARK/POST**

NOTE: To complete activity, refer to the Post Interest, Penalty or Administrative user procedure within the OLQR.

TOPIC 2: Manage Accounts

ACTIVITY 1: Analyze Delinquent Bills and Record Allowance for Doubtful Account

Use the aged bill report and customer account balance information to analyze bills and record the allowance account by Fund and Fund Center.
Analysis has been done and it has been determined What the amount will be.
▪ This is the first time the allowance account has been recorded

▪ You will have to complete the first four lines below if this is the first time the computer you are using goes to the **FB50** screen. After the first time, the DocType will appear on the screen.
NOTE: Park only to practice then Post document.

FIELD	DATA
TRANSACTION CODE	FB50
SELECT	Settings
CLICK	Editing Options
SELECT	Doc.Type Opt
SELECT	Document Type Ready For Input
FIELD	**DATA**
Doc. Date	Current Date
Shrt Text	Allow for doubtful Acct
Doc.type	SA
G/L Account	6720.0000
D/C	Debit
Amount in doc. Curr.	$200.00
Business Area	22
Funds Center	22-714
Fund	SAT292002D
G/L Account	1319.0000
D/C	Credit
Amount in doc. Curr.	$200.00
Business Area	22
Funds Center	22-714
Fund	SAT292002D
Select	**Enter**
Select	**Simulate**
PARK/POST	**PARK/POST**

Write down your document number_____

Doc. Date	Current Date

Shrt Text	Allow for doubtful Acct
Doc.type	SA
G/L Account	5329.0000
D/C	Debit
Amount in doc. Curr.	$3.00
Business Area	22
Funds Center	22-GRC
Fund	NON1099
G/L Account	1369.0000
D/C	Credit
Amount in doc. Curr.	$3.00
Business Area	22
Funds Center	22-GRC
Fund	NON1099
G/L Account	2980.0000
D/C	Debit
Amount in doc. Curr.	$3.00
Business Area	22
Funds Center	22-GRC
Fund	NON1099
G/L Account	5991.0000
D/C	Credit
Amount in doc. Curr.	$3.00
Business Area	22
Funds Center	22-GRC
Fund	NON1099
Select	**Enter**
Select	**Simulate**
PARK/POST	**PARK/POST**

In Training we will POST this document so that we can perform follow on exercises. In the Production System you will PARK the document and HQ will POST it.

NOTE: To complete activity, refer to the Record Allowance for Doubtful Accounts user procedure within the OLQR.

ACTIVITY 2: Write Off Bad Debt

Treasury informs NASA there is no further action they can take to collect delinquent debt. The debt was routed for write off approval and was approved for write off. Make an entry to write off the bad debt. Notify Treasury to generate 1099C.

FIELD	DATA
Transaction Code	F-30
Document Date	Current Date
Type	WO
Company Code	NASA
Currency/Rate	USD
Doc. Header Text	Write off bad debt
Clearing Text	Write off of bad debt
Pstky	40
Account	1319.0000
Enter	**Enter**
Amount	$125
Select	**More**
Funds Center	22-714
Fund	SAT292002D
Click More	**Click More**
Business Area	22
Select	**Enter**
Select	**Choose Open Items**
Account	*See XRC RAM Supplemental Data Sheet*
Normal OI	Check ✓
Select	**Process Open Items**
Select	**Partial Payments Tab**
Confirm	Not assigned equals zero
Post	**Post**

Write down your document number_____

NOTE: To complete activity, refer to the Write Off Bad Debts user procedure within the OLQR.